

# Grant Application Narrative Template

## 1. PROJECT SUMMARY

Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope. Indicate if your proposed project addresses State Preservation Plan goals and warrants consideration for bonus points.

**2. PROJECT SCOPE** (60 points) In 2 pages or less clearly and concisely describe the proposed project. Be sure to answer the questions for each section below within the narrative:

- **NEED (20 Points):** What local historic preservation needs does the proposed project address? How does the proposed project relate to the local government's preservation plan? Why is the proposed project a priority? How will the proposed project benefit the community? How does the project relate to the Statewide Historic Preservation Plan?
- **PROJECT ACTIVITIES** (20 Points): What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what? How does the proposed project remedy the identified preservation needs? Is the proposed project the most efficient, cost effective way of addressing those needs? How will the public be involved?
- **DELIVERABLES** (20 Points): What product(s) will be derived from the project? Will the product(s) be in draft or final adopted form? How will the product(s) be used by the local government?

**3. ADMINISTRATION** (15 points) Demonstrate that project personnel and methods are clear and appropriate to achieving project objectives.

- **PERSONNEL** (5 Points): List names and/or experience of individuals and organizations necessary to implement your project. Include current resumes for all project personnel.
- **SCHEDULE** (10 Points): Create a schedule/calendar for major project activities. It should be realistic and achievable. Distinguish between consultant and local government's activities.

**4. BUDGET** (25 points) Show that budget is reasonable to accomplish major project tasks and activities and that budget items are necessary to accomplish project activities. Provide a sufficiently detailed budget to show basis for cost items including a breakdown of staff and volunteer hours by task. Indicate how these numbers were calculated.

If you will be using a consultant for the proposed project, you may find it helpful to informally contact several to get an idea of whether the proposed budget will be adequate to complete the project or what you can realistically expect to accomplish within your budget. Keep in mind that larger firms typically have higher overhead costs than small firms or individual consultants.

Local governments may also charge an administrative or "indirect" cost for administrative services in support of staff salaries and benefits or government commissions (accounting, budgets, information technology, etc.) You must obtain from your business office and submit with your application a *Federal Rate Agreement* for your city or county with a federal agency. The indirect cost is capped at 25 percent and HPF grant rules supersede any higher approved Federal rate.

A. Amount of Federal funds requested  
\$ \_\_\_\_\_

Amount of matching share  
\$ \_\_\_\_\_

(Match must directly relate to the implementation of the proposed project.)

In calculating match, use the following formula:

Amount of funds requested ÷ .6 = Total Project Cost

Total Project Cost x .4 = Required Matching Share

FOR EXAMPLE: If you are requesting \$15,000:

\$15,000 ÷ .6 = \$25,000 (total project cost)

\$25,000 x .4 = \$10,000 (required match)

B. Source of Non-Federal Match

1. Donor \_\_\_\_\_

2. Donor \_\_\_\_\_

Source \_\_\_\_\_

Source \_\_\_\_\_

Kind \_\_\_\_\_

Kind \_\_\_\_\_

Amount \_\_\_\_\_

Amount \_\_\_\_\_

C. (Use a separate sheet to show detail if necessary.)

Cost Categories	Rate Used to Calculate Cost (# hrs @ \$ per hr)	Cash From Grant	Other Cash	In-Kind Services
<b>Contracted Services*</b> (Specify)				
<b>Salaried Employees*</b> (Explain duties relevant to this grant and provide a <u>breakdown of estimated hours by task</u> ).				
<b>Volunteers*</b>				

(Explain duties relevant to this grant and provide a breakdown of estimated hours by task)				
<b>Supplies, copying, postage, etc.</b> (be specific)				
<b>Travel Costs</b> **				

\* Rate shall not exceed a salary of \$80.37 per hour.

\*\* Maximum allowable car mileage rate is \$.45 per mile. See table in budget section for federal per diem and lodging rates for your area.

### 5. **BONUS POINTS** (Up to 10 points)

If you are applying for bonus points, describe how the proposed grant project will carry out the goals of the State Historic Preservation Plan related the preservation and stewardship of resources associated with historic ethnic and cultural diversity; resources of the recent past, preservation incentives, cultural landscapes, or archaeology.

### 6. **REQUIRED SIGNATURE**

\_\_\_\_\_  
**Authorized Representative Signature and Title**

\_\_\_\_\_  
**Date**